

### **NEOGOV Remote Work Agreement Manager Job Aid**

NEOGOV can be accessed by using the following link: <a href="https://login.neogov.com/">https://login.neogov.com/</a>

NEOGOV can also be accessed via the HR Gateway on the Civil Service Commission website.



NEOGOV works best with Chrome.



#### 1. Account Activation

A. You should have received an **Activate Your NEOGOV User Account** email with a link to create your account **Password** using your email address as your **Username**. This activation will expire after 24 hours. If you require a new activation, please contact your HR Office or the NEOGOV mailbox at MCSC-NEOGOV@michigan.gov.

**NOTE**: Current NEOGOV users will use their existing username and password.

B. Click on the **Log In** >> button.

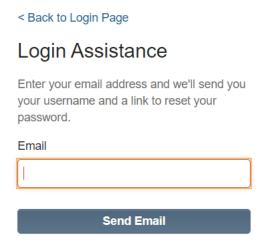
#### 2. Forgot Password

A. To reset your password, click the **Forgot your username or password** link below the login button.

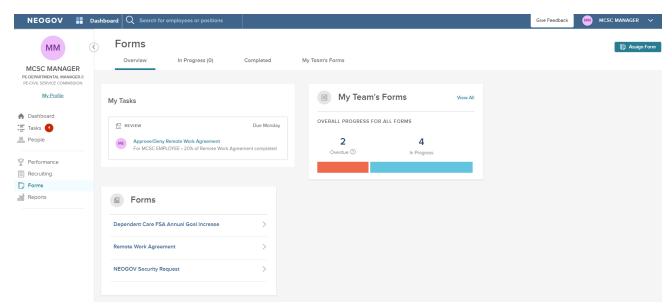




B. Enter your **email address** and click on **Send Email**. A message will be sent containing your username and a link to reset your password.

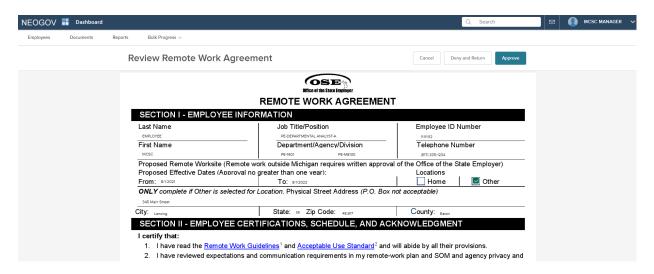


- 3. When an employee completes a form, Managers and HR User roles will see their related eForms steps in several places: on the **Dashboard** tab, on the **Tasks** tab, and in the **My Tasks** section of their **Forms** tab.
- 4. From the left navigation, Forms, click on Approve/Deny Remote Work Agreement in the My Tasks section.

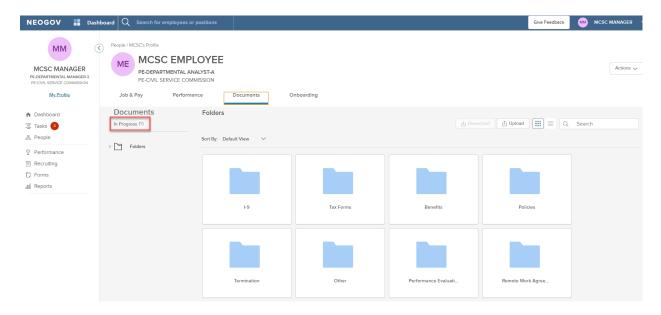


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- 5. The employee completed Remote Work Agreement displays. Review the fields to ensure they are accurate. Managers then have three options:
  - **Cancel** leave the form and return to it later (or seek additional approvals outside of the NEOGOV process), go to step 6-10 below
  - Deny and Return form is incorrect and must be returned to the employee for correction, there are
    no additional steps required at this time, form will display on your dashboard when the employee
    resubmits it with corrected fields
  - Approved form can move forward to the next step in the process for manager completion of sections III and IV, go to step 11 below



 To view forms that have a status of In Progress, from the left navigation select People, then click on the employee's name, and the Documents tab. In Progress forms display in the upper-left. Click on In Progress.

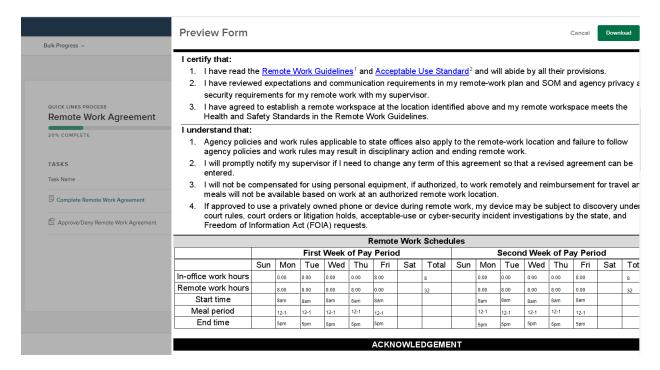




7. In Progress forms display. In the Actions column, click on the eye icon.

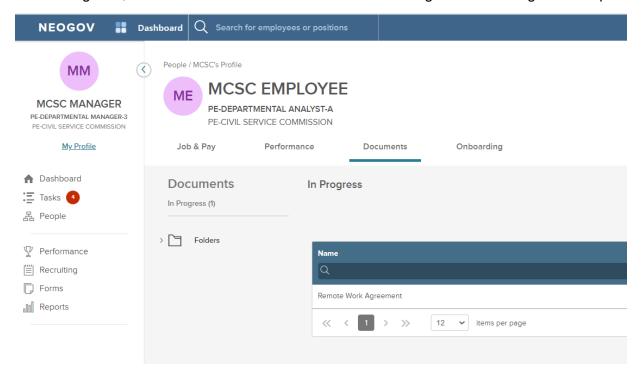


- 8. A PDF version of the form displays. If further review is required outside this NEOGOV process, click **Download** to save a PDF copy and share this form.
- 9. When review of the form (and download if necessary) is complete, click **Cancel**.



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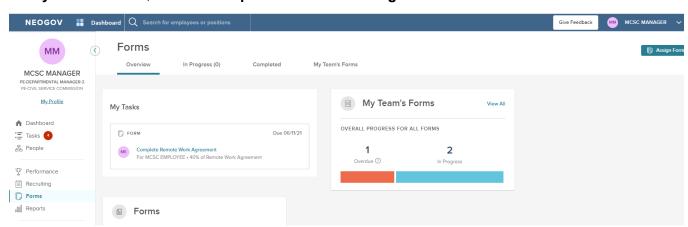
10. In the left navigation, select **Forms** to return to the Remote Work Agreement manager review process.



11. For our example, we will select **Approve**.

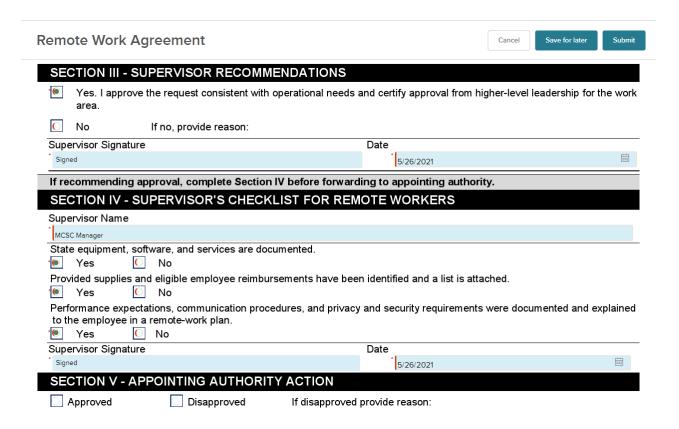


12. In the My Tasks section, click on Complete Remote Work Agreement.

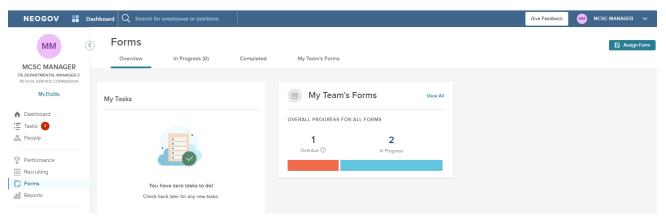


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- 13. The form displays. Managers can again review the Sections I and II entered by the employee. Complete Sections III and IV of the form and select **Submit**.
  - A. Managers who select **No** in Section III and provide a disapproval reason will still select **Submit** so this form can be reviewed by the HR Office.



14. You will be returned to the **Forms** section of the Unified Dashboard. That task will no longer display in your **My Tasks** section.



15. Once the process is complete, you will receive a confirmation email.

### **Additional Information:**

If you have questions regarding your Unified Dashboard display or related Tasks, please contact your HR Office.

Questions technical in nature can be sent to MCSC-NEOGOV@michigan.gov.